POSITION DESCRIPTION

Position Title: Human Resources Consultant (Senior Recruitment and Health Partnerships)

Organisation Unit: Faculty of Medicine

Position Number: 3021218

Type of Employment: Full-time, fixed term until December 2021

Classification: HEW Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation...
activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

Faculty of Medicine

The University of Queensland's Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of $330 million of the total $2.0B UQ budget. The Faculty employs over 1000 of the 6,600 UQ staff total, with a community of more than 4,200 non-salaried academic appointees and around 3,200 students.

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinifex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

Faculty of Medicine Senior Recruitment and Health Partnerships Team

The Faculty of Medicine Senior Recruitment and Health Partnerships Team works as part of the Faculty’s Human Resources Professional Services Team. The Senior Recruitment and Health Partnerships team's portfolio includes senior academic and strategic recruitment, coordinating the appointment of conjoint and seconded staff through close liaison with the Faculty’s health partners, the appointment of academic title holders and providing support for
the Faculty’s Continuing Appointments and Promotions processes. The Team is primarily located on the Herston Campus.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

The Human Resources Consultant provides expert consultancy services including the coordination of end to end recruitment, employment strategies, hiring solutions, on-boarding processes and performance management for senior university staff as well as clinical academics conjointly appointed with or seconded from our health service partners.

The position oversees conjoint and secondment appointments within the Faculty, ensuring that risk is mitigated and agreements with health partners are compliant with the associated governance framework. The position also oversees Human Resources strategies for Academic Title Holder engagement and provides expert HR advice and support to the Local Confirmations and Promotions Committee.

The HR Consultant utilises innovative and targeted sourcing strategies to attract and retain the best people to senior and strategic positions in the Faculty of Medicine.

Duties

Duties and responsibilities include, but are not limited to:

Conjoint Appointments and Health Partnerships
- Oversee conjoint and secondment appointments within the Faculty, ensuring that risk is mitigated and agreements are compliant with the associated governance framework.
- Liaise and maintain strong working relationships with hospital and health services staff to jointly appoint conjoint and secondee staff.
- Liaise with the University’s Legal Office, as appropriate, with respect to legal agreements governing conjointly appointed staff and secondees ensuring smooth and compliant on-boarding processes.
- Work in close collaboration with finance staff ensuring sufficient information is shared to facilitate efficient and accurate invoicing for payment and reimbursement for the costs associated with conjoint and secondment appointments.
- Provide solutions focussed advice commensurate with risk regarding the operation of conjoint/secondment positions and compliance with the associated governance framework.
- Support managers through the annual performance appraisal of conjoint and secondment appointees.

Academic Title Holders (ATH)
- Oversee ATH engagement from a HR perspective and provide advice on complex matters.
- Oversee the development of resources and systems to support the ATH cohort.
- Ensure that ATH policies and guidelines are fit for purpose and develop recommendations to change policy as required.
Senior Recruitment
- Provide expert advice on end-to-end recruitment initiatives for senior and strategic hires for the Faculty of Medicine (including requisition, selection, appointment, and onboarding).
- In collaboration with relevant academic and professional staff, liaise with health service partners and establish and implement collaborative working practices with respect to conjoint and secondment appointments including joint selection panels and jointly branded recruitment materials.
- Lead a team of recruitment-focused HR professionals and coordinate innovative, targeted strategies to attract and recruit the best people.
- Oversee relocation services and on-boarding experiences for senior staff.
- In conjunction with the HR Relationships Manager, review, establish and maintain effective recruitment resources and administrative procedures for the team, in line with wider organisational and legislative requirements.
- Drive continuous business improvements and liaise with HR Business Partners to ensure consistency is maintained in all aspects of recruitment across the Faculty, in alignment with wider University practices.

Continuing Appointments and Promotions
- Manage and facilitate the Continuing Appointments and Promotions (CAP) process on behalf of the Faculty of Medicine (and University Institutes as required).
- Serve as secretary to the Local Confirmation and Promotions Committee and co-ordinate the activities associated with applications for promotion and confirmation of appointment.

Other Duties
- Research and analyse human resource capability needs and organisational trends and provide expert HR consultancy services to senior executives, clients and other HR practitioners.
- Develop and manage a range of key internal and external stakeholder relationships and seek feedback from internal clients to ensure service delivery meets operational requirements.
- Lead and role model customer-focused service delivery.
- Other duties as required by the Faculty Executive Manager or HR Relationships Manager.

Other
- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  - the University’s Code of Conduct
  - requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
  - the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  - requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University
Organisational Relationships

The position reports to the Human Resources Relationship Manager, Faculty of Medicine and supervises and leads other HR professionals within the HR Team.

SELECTION CRITERIA

- Relevant degree with at least four years’ HR/ER experience preferably providing client services in a tertiary education institution or other large organisation, or an equivalent combination of work experience and education/training.
- Demonstrated experience in successfully managing high value, senior recruitment activities including candidate management and on-boarding.
- Demonstrated extensive knowledge of hospital and health service employment arrangements and working knowledge of conjoint and secondment appointment frameworks and associated processes at the University of Queensland.
- Demonstrated experience in successfully managing complex ER matters or the ability to acquire such knowledge.
- Proven capacity to effectively manage high volumes of work and achieve results sometimes with tight deadlines and conflicting priorities.
- Demonstrated ability to exercise initiative, tact, judgement, maintain confidentiality and be innovative within legislative and policy boundaries.
- High level accuracy in relation to HR/legal/policy compliance.
- Highly developed negotiation, dispute resolution and liaison skills and ability influence.
- Effective interpersonal and communication skills (written and verbal).

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.